


**Kyushu Lutheran International School,**

**Primary School Division**

**Internet application guide**

**(2024 JAN Revised)**

# 1. Terms of Use

 **Kyushu Lutheran International School**

**Primary School Division** Kyushu Lutheran International School, Primary School Division Fee Payment Site

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## Kyushu Lutheran International School, Primary School Division Fee Payment Site - Terms of Use

Please read the following terms of use.  
After acknowledging all the contents, enter your e-mail address, check "I agree to the Terms of Use.", and click "Send e-mail".

### 1. Service Provider of the Fee Payment Site

<b>Name of Payment Service Provider</b>	F-REGI Co., Ltd. (F-REGI Payment)
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### 2. Payment Method

<b>Accepted credit cards</b> (The credit card holder must be the same as the applicant or a family member.)	 VISA, Mastercard, JCB, American Express
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### 3. Fees

Users of this system shall pay the following system fees in accordance with the total amount of admissions examination fees.  
The School will not issue a receipt.

Admissions Examination Fee	System Fee
10,000 yen	456 yen

### 4. Handling of Personal Information

The personal information entered in this system will be used for the purposes of admissions examinations at Kyushu Lutheran International School, Primary School Division Fee Payment Site. Personal information will not be used for any other purposes.  
For the privacy policy of F-REGI Co., Ltd., please click on the following link: [F-REGI Privacy Policy \(Japanese version only\)](#)  
As a Payment Service Provider, we have a wealth of knowledge and experience.  
We provide high security service, including acquisition of privacy marks and compliance with the global security standard "PCIDSS".  
The application information and credit card information you enter on the site is protected by encryption by SSL.

### 5. Disclaimer

F-REGI Co., Ltd. will not be responsible for undelivered and wrongly delivered e-mails, as well as late delivery, rejection of delivery, or any other problems with the delivery of e-mails due to the user's failure to enter the correct e-mail address, use of undecipherable characters, etc.  
F-REGI Co., Ltd. will not be responsible for the failure of the system due to natural or other disasters, power outages, bad telephone circuitry, and other unavoidable reasons.

### 6. Application Period

Data entry can be performed during the application periods of each examination.

## Enter Your E-mail Address to Start Your Application.

An e-mail will be sent to the address you enter. 1. Please enter your contact e-mail

\*If you have restricted messages to authorized domains, please register "@f-regi.com", "contact-ps@klc.ac.jp" to your list.


<b>E-mail address</b>	<input style="width: 90%;" type="text" value="info@f-regi.com"/> <span style="float: right; border: 1px solid red; padding: 2px;">1</span>
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I agree to the above terms and conditions. 2

3

2. Please check the box to agree to the terms of use.

3. Please press the button to start the application process.



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### 3. Applicant Details

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#### Grade

Please select the grade you are applying for.

Please select the radio button to choose the grade for which you are applying.

#### Period III (Transfer students)

Grade	Application Period	Exam date
<input type="radio"/> 2nd grade	Tuesday, 9th January-Friday, 26th January	Sturday, 10th February
<input type="radio"/> 3rd grade		
<input type="radio"/> 4th grade		
<input type="radio"/> 5th grade		
<input type="radio"/> 6th grade		

Clear

#### Applicant Details

\* = Mandatory field

<b>Name in English</b> *	Family name	First name	Middle name
	<input type="text" value="e.g. Kumamoto"/>	<input type="text" value="e.g. Hanako"/>	<input type="text" value="e.g. J"/> <small>*if applicable</small>
<b>Name in Chinese</b> (if applicable)	Family name (姓)	First name (名)	
	<input type="text" value="e.g. 熊本"/>	<input type="text" value="e.g. 花子"/>	
<b>Gender</b> *	<input type="radio"/> Male <input type="radio"/> Female		
<b>Nationality</b> *	If you select "Other", please enter the country name.		Country
	<input type="text" value="Please select"/>		<input type="text" value="Country name"/>
<b>Date of birth (YYYY/MM/DD)</b> *	<input type="text" value="e.g. xxxx"/> / <input type="text" value="--"/> / <input type="text" value="--"/>		
<b>Age</b> *	Automatically calculated based on the date of birth you entered. <input type="text" value="XX"/> years old		

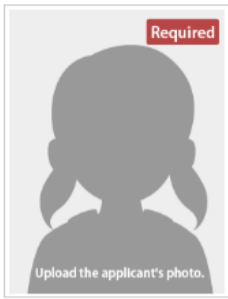
## Photograph

To upload the applicant's photo for an entrance examination card.

ファイルを選択 選択されていません

To upload the applicant's photo for an entrance examination

\*File format: JPG or PNG



The operating procedure for uploading a photograph is as follows.

1. Use the camera function to take a photo or select an image from the photo library.
2. Adjust the photo according to the contour guide lines using the following operations.
  - Drag the photo to adjust its position.
  - Zoom in or out using the slider below the photo or pinch in or out.
  - Rotate the photo left or right using the button below the photo.
3. Upon adjustments, press the "To trim" button.

\*If you want to change the adjustment after pressing the "to trim" button, you will need to start over from the beginning.

■ Please note:

Good example



Only include the applicant.  
Plain background (white, light blue, gray, etc.)  
Taken within the last 3 months.

Bad example



Wearing hats, sunglasses, masks, etc.



Eyes covered by hair, eyes closed



Face is not in the middles, head is cut off



Too dark or too bright

\*Your application will not be processed if the uploaded image is unclear.

## Applicant current address

Postal Code	* e.g. xxxxxxxx	Search for address
	* There is no need to enter a hyphen. (xxxxxxx) * The "Search for address" function is only available for Japan postal codes. * If your address is overseas, enter "9999999" and provide your postal code in the "Address" field.	
Address	* e.g. xxx BLD., No. 1, xxxxxx Street, Songshan District, Taipei City	
Country	* If you select "Other", please enter the country name.	Country
	Please select	Country name

## Address after enrollment

Address after enrollment	* <input type="radio"/> Same as applicant current address <input type="radio"/> Scheduled to move <input type="radio"/> Not decided yet	
Postal Code	* e.g. xxxxxxxx	Search for address
	* There is no need to enter a hyphen. (xxxxxxx)	
Address	* e.g. 1-1-1 xxxxxx Chuo-ku, Kumamoto-shi, Kumamoto-ken xxx-xxxx Japan	

### Guardians information

Name in English *	Family name	First name	Middle name
	<input type="text" value="e.g. Kumamoto"/>	<input type="text" value="e.g. Ichiro"/>	<input type="text" value="e.g. H"/>
*if applicable			
Name in Chinese (if applicable)	Family name (姓)	First name (名)	
	<input type="text" value="e.g. 熊本"/>	<input type="text" value="e.g. 一郎"/>	
Relationship *	<input type="text" value="Please select"/>		
Contact number *	<input type="text" value="e.g. 080-1111-2222"/>		
* Include hyphens between numbers (xx-xxxx-xxxx).			
Emergency contact number *	<input type="text" value="e.g. 080-3333-4444"/>		
* Include hyphens between numbers (xx-xxxx-xxxx).			
Contact	<input type="text" value="m.abiru@f-regi.com"/>		

Application Details

Press the button to move to the Application Details.



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4. Application Details


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### Application Details

**Reason for applying etc**

Mother tongue *	<input type="text" value="e.g. Taiwanese"/>
English skills *	<input type="text" value="Please select"/>
Existence of overseas residence except Japan *	<input type="text" value="Please select"/>
Country of longest residence *	<input type="text" value="e.g. United Kingdom"/>
Alma mater or School currently attending *	<input type="text" value="e.g. xxxx Kindergarten"/>
Reason for applying (400 to 600 words) *	<input type="text"/>
Applicant's Comments (400 to 600 words) *	<input type="text"/>

  
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Please select the existence of overseas residence except Japan.

The country of longest residence input fields are displayed only when you choose "Less than 3 years" or "years/3 or over years".



Existence of overseas residence except Japan *	<input type="text" value="3 or over years"/>
Country of longest residence *	<input type="text" value="e.g. United Kingdom"/>

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## Payment

\* = Mandatory field

### Credit Card Information

<b>Accepted credit cards</b> (The credit card holder must be the same as the applicant or a family member.)	
<b>Card Number</b> *	<input type="text" value="XXXX"/> - <input type="text" value="XXXX"/> - <input type="text" value="XXXX"/> - <input type="text" value="XXXX"/> * AMEX Please enter 4digits+4digits+4digits+3digits, left-justified without hyphen.
<b>Expiry date</b> *	-- <input type="text"/> Month/ -- <input type="text"/> Year
<b>Cardholder's name</b> *	<input type="text" value="e.g ICHIRO KUMAMOTO"/> * Please enter the name exactly as it appears on the credit card (half-width characters).
<b>Security code</b> *	<input type="text" value="XXX"/>  * Please enter the 3-digit security code on the back of the card. (On some cards, it may be a 4-digit number of the top right or left on the front.)

\*Clicking the "Confirm" button will not complete payment.

**Confirm**

Press the button to **move to the confirmation**

Back








## 7. Application Completed


This page is a complete page. No action is required. Please close the page and check your e-mail.

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### Payment

Your Kyushu Lutheran International School, Primary School Division Admission examination fees payment is complete.  
Thank you for using the Kyushu Lutheran International School, Primary School Division Fee Payment Site. A confirmation e-mail has been sent to you.

  
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8. Error message shown when it is out of period

 九州ルーテル学院

インターナショナルスクール小学部 九州ルーテル学院 インターナショナルスクール小学部 インターネット出願サイト

Kyushu Lutheran International School, Primary School Division

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現在、納付受付期間外もしくはメンテナンス中のため、受付しておりません。

We are not accepting because it is currently outside the application reception period.



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百年の祈りを未来のチカラに



九州ルーテル学院は  
2026年に100周年を迎えます



## 学校法人九州ルーテル学院 Kyushu Lutheran School

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